

# District Technology Plan Review - 2008 Plan Approval Checklist

*The following checklist outlines criteria used by the Missouri Department of Elementary and Secondary Education to evaluate district long-range technology plans. Districts should use the checklist to guide plan development. The Title II.D, E-rate, and Technology Network (TNP) programs have certain plan requirements that are noted in the checklist with an asterisk (\*). To be approvable, district long-plans must address all asterisk items, for school years 2008-09, 2009-10, and 2010-11. State approval is effective through June 30, 2011.*

## **INTRODUCTION, TECHNOLOGY PLANNING COMMITTEE, MISSION STATEMENT**

- The plan is tied to the district CSIP and/or other school reform efforts and includes a comprehensive review of the previous technology plan's activities, outcomes, and overall progress. (\*)
- The introduction describes the district (e.g., size/enrollment, geographic location, socioeconomic setting, community resources) and provides overview of technology program.
- The technology planning committee is identified, indicates membership groups, and is appropriate in size.
- The committee list has equitable representation, linked to Technology Focus Areas (TFAs).
- The mission statement focuses on integration and student achievement and reflects current district mission statement and CSIP goals.
- The mission statement directs implementation of TFAs and demonstrates clear connections between technology access and use.

## **CURRENT STATUS – COMPILING RAW DATA**

- The committee examined a variety of data sources (e.g., standardized assessments, local performance assessments, surveys and records, policies and procedures, curriculum standards, technology budget, etc.) and multiple years of data. (\*)
- The committee examined student, teacher, and administrator standards, professional development data, administrative networking tools, data management tools, communication tools, and total cost of ownership (TCO).

## **GOALS**

- The district technology goals address CSIP goals and technology focus areas (TFAs), and include technology integration and 8th-grade technology literacy. (\*)
- The goals address identified needs/weaknesses related to each TFA/CSIP goal.
- The goals address state education technology plan goals and objectives.

## **TFA/CSIP ACTION PLANS** *(option of one overall action plan or one plan per TFA/CSIP goal)*

- The action plan addresses identified strengths and weaknesses identified during analysis of data. (\*)
- The plan details the TFA goal and objectives cross-referenced to CSIP and state tech plan goals and objectives, implementation strategies, progress expected and measure, begin/review/end dates, estimated cost and funding source(s), person responsible. (\*)
- The plan's objectives are measurable, realistic, and will result in beneficial change and advance teaching and learning. (\*)
- The plan details correction strategies for implementation steps.

## **DISSEMINATION, MONITORING, AND EVALUATION**

- The plan includes strategies for interactive communication with stakeholders and policy makers. (\*)
- The plan includes strategies for timely, ongoing monitoring and formal and summative evaluation. (\*)
- The plan includes detailed timelines and benchmarks for monitoring and evaluation.